

## TEXAS DEPARTMENT OF MOTOR VEHICLES TERMS AND CONDITIONS

### PART 1. INTRODUCTION

**1.01 GENERAL:** These Terms and Conditions shall apply to all solicitations [Request for Quote (RFQ), Invitation for Bids (IFB), Request for Offer (RFO) and Request for Proposal (RFP)] offered by the Texas Department of Motor Vehicles (TxDMV).

**1.02 STATUTORY AUTHORITY:** This procurement falls under the statutory authority of Government Code, Chapter 2151 (commonly known as the "Purchasing Act"), Chapter 2155 (Purchasing: General Rules and Procedures), Chapter 2156 (Purchasing Methods) and Chapter 2161 (Historically Underutilized Businesses, "HUBs"). The purchasing procedures include statutory requirements and those requirements established by rule of the Texas Comptroller of Public Accounts (CPA), Texas Procurement and Support Services Division (TPASS) as contained in 34 TAC §20.31 and other applicable Federal and State statutes and rules herein cited.

**1.03 TITLE VI ASSURANCE:** TxDMV, in accordance with Title VI of the Civil Rights Act of 1964, including 42 U.S.C. 2000d to 2000d-4, hereby notifies all respondents that it will enforce compliance with this law, investigate alleged violations and affirmatively ensure that in any purchase order entered into pursuant to TxDMV procurements, minority business enterprises will be afforded full opportunity to submit responses and will not be discriminated against on the grounds of race, color, national origin, sex, age or disability in consideration for an award.

Nondiscrimination programs require that federal-aid recipients, sub-recipients, and contractors prevent discrimination and ensure nondiscrimination in all of their programs and activities, whether those programs and activities are federally-funded or not.

**1.04 ENVIRONMENTAL IMPACT:** It is the intent of TxDMV to purchase goods, equipment, and services having the least adverse environmental impact within the constraints of statutory purchasing requirements, departmental need, availability, and sound economical considerations in accordance with 34 TAC §20.38.

**1.05 COMPLIANCE WITH LAWS:** The vendor shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the purchase order, including if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, prompt payment and licensing laws and regulations. The vendor shall maintain all required licenses, certifications, etc. throughout the term of the purchase order. When required, the vendor shall furnish TxDMV with satisfactory proof of its compliance.

### PART 2. GENERAL INSTRUCTIONS

#### **2.01 SPECIFICATIONS**

- (a) The respondent shall carefully examine the solicitation. The respondent shall be responsible for securing any additional information from the TxDMV purchaser needed to gain a clear and full understanding of TxDMV's requirements.
- (b) TxDMV will not be bound by any oral statement or representation contrary to the written specifications of this solicitation. Any revision, clarification, or interpretations pertaining to this solicitation will be in writing and issued by TxDMV as an Addendum. Any changes or interpretation not in an Addendum will not legally bind TxDMV.

- (c) The goods furnished or services performed shall be in accordance with the specifications. TxDMV will provide clarifications of the specifications and determine the quality and acceptability of goods products furnished or work performed. If the solicitation is for a service, TxDMV will determine the manner of performance, the rate of progress of the work and whether the vendor's performance of the service is acceptable.
- (d) Any catalog, brand name or manufacturer's reference used in the solicitation is descriptive only (not restrictive), and is used to indicate type and quality desired. Responses on brands of like nature and quality will be considered unless advertised as proprietary or sole source under Government Code, Section 2155.067. The respondent shall show manufacturer, brand or trade name, and other description of the product offered in response to the solicitation. If offer is for other than example(s) shown in the solicitation, include illustration(s) and complete description(s) of product(s) in the response to the solicitation. If respondent takes no exception to specifications or reference data in the response, the vendor will be required to furnish brand names, numbers, etc., as specified.
- (e) Unless otherwise specified, all goods offered shall be new and in first class condition, including shipping and storage containers. Verbal agreements to the contrary will not be recognized.
- (f) Manufacturer's standard warranty shall apply unless otherwise stated in this solicitation.
- (g) All electrical items shall meet all applicable OSHA standards and regulations, and bear the appropriate listing from UL, FMRC, or NEMA.

## **2.02 RESPONSE SUBMISSIONS**

- (a) Respondent shall submit the number of responses required in the manner stated in the specification or on the solicitation.
- (b) Response should be submitted on the solicitation form. If submitting multiple responses, each response should be placed in a separate envelope, correctly identified with the solicitation number and opening/closing date. If no solicitation form is provided, responses shall be submitted as required in the specification.
- (c) Response must be time stamped in TxDMV's Mail Room or hand delivered to the address on the solicitation before the hour and date specified for the solicitation opening or closing. Late responses will not be considered under any circumstances. Late responses will be returned unopened to the respondent.
- (d) Documentation provided with the response should be complete and comprehensive. TxDMV will not be responsible for locating or securing information not included in the response. Failure to furnish required documentation with the response may result in the response being deemed incomplete and non-responsive, resulting in rejection. TxDMV will not be responsible for any expenses relating to responses or development of documentation that may result from this solicitation.
- (e) Failure to sign the solicitation manually in the required space will disqualify the response. The person signing the response must have authorization to contractually bind the company. The solicitation response shall include an Employer Identification Number (EIN), full firm name and address of company. The EIN should be entered in the space provided on the solicitation.
- (f) Facsimile (FAX) responses may be submitted to the FAX number provided in the solicitation for procurements less than \$25,000, unless otherwise stated in the solicitation. For procurements \$25,000 and greater, FAX responses will not be considered unless otherwise stated in the solicitation. TxDMV will not be responsible for failure of electronic equipment or operator error. Responses that are late, illegible, incomplete, or otherwise non-responsive will not be considered.
- (g) **RESPONDENT EXCEPTIONS OR CONDITIONED RESPONSES:** Exceptions taken by the respondent to TxDMV's Terms and Conditions or respondent's Terms and Conditions attached to a response will not be considered unless specifically referred to and clearly identified as such within the response.

- (h) TxDMV reserves the right to accept or reject all or any part of any response, waive minor technicalities and make an award to best serve the interests of the State. TxDMV reserves the right to reject any response not prepared and submitted in accordance with the solicitation requirements.
- (i) Response should indicate number of days required to deliver goods, or begin service (if required), at TxDMV's designated location. Failure to indicate delivery time obligates vendor to complete delivery in fourteen (14) calendar days.
- (j) Samples, when requested must be furnished at no cost to TxDMV. TxDMV may perform tests on samples. If not destroyed in testing, samples will be returned upon request at respondent's expense. Each sample shall be marked with respondent's name and address, and TxDMV solicitation number. Samples shall not be enclosed or attached to a response unless specified in the solicitation.

### **2.03 PRICING**

- (a) TxDMV requires pricing to be submitted per unit, multiplied by the quantity and extended. Unit prices shall govern in the event of extension errors. If a trade discount is offered on the solicitation response, it should be deducted and net line extensions should be shown.
- (b) All prices shall be firm for thirty (30) days from the solicitation response date unless otherwise stated in the solicitation. "Discount from list" pricing is not acceptable unless requested. Cash discounts are acceptable, but are not considered in making an award.
- (c) All purchases are on a firm, fixed price basis unless otherwise stated in the solicitation.
- (d) Price(s) shall not increase during the term of the purchase order unless otherwise stated in the solicitation. Vendor shall give price reductions to TxDMV that result from reduced cost to the vendor during the term of the purchase order.
- (e) All prices shall be F.O.B. destination, freight prepaid and allowed. This means the vendor shall prepay and include the freight charges in the unit price.
- (f) Purchases made for State use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in response pricing unless otherwise specified in the solicitation. State Sales tax and Federal Excise Tax Exemption Certificates will be furnished by TxDMV on request.
- (g) The purchase order may contain a "Total Cost Not to Exceed" statement. Vendor shall not perform any work that may exceed either the purchase order total or the not-to-exceed total without prior written authorization from TxDMV.
- (h) Consistent and continued tie response pricing may lead to rejection of the response by TxDMV and investigation for antitrust violations.

**2.04 ADA CONSIDERATIONS AND NOTIFICATION:** Persons with special needs or disabilities who plan to attend any pre-bid conference or bid opening and who require auxiliary aids or service should contact the individual noted on the solicitation as the point of contact a minimum of three (3) days prior to the meeting so arrangements can be made.

### **2.05 RECEIPT OF PROPOSALS AND BID OPENINGS**

- (a) **NEGOTIATED SOLICITATIONS:** At the time of opening or closing for RFOs or RFPs, only the names of respondents will be announced. Prices will not be disclosed.
- (b) **NON-NEGOTIATED SOLICITATIONS:** At the time of opening or closing for IFBs, names of respondents will be announced. Prices will be disclosed.

- (c) **DISCLOSURE OF RESPONSE:** All information submitted in an accepted response must be retained by TxDMV for the period specified in TxDMV's record retention schedule created under Government Code, Section 441.180, et sequitur. The information will not be returned to the respondent. The Public Information Act (PIA), Government Code, Chapter 552, allows the public to have access to information in the possession of a governmental body through an open records request. Therefore, the respondent shall clearly identify in the response any confidential or proprietary information. Proprietary information identified by the respondent in the response, will be kept confidential by TxDMV to the extent permitted by state law. TxDMV merely raises the exception on behalf of the vendor. TxDMV takes no legal position on disclosure. TxDMV will use best efforts to give the respondent or the awarded vendor an opportunity to present to the Office of the Attorney General its arguments for non-disclosure of its identified confidential or proprietary information.

## **2.06 ALTERATIONS OR WITHDRAWAL OF RESPONSES**

- (a) Any alterations to a response made before the opening or closing date and time shall be initialed by respondent or authorized agent. Response cannot be altered or amended after the opening or closing date and time.
- (b) A response may be withdrawn if requested in writing prior to the opening or closing date and time. A response may be withdrawn from consideration after the opening or closing date only with the approval of TxDMV based on respondent's written, acceptable reason. The response will not be considered for award but will be retained by TxDMV according to the response information confidentiality provision referenced in Section 2.05 (c).

**2.07 DETERMINING AWARD:** A response to a solicitation is an offer to contract with TxDMV based upon the terms, conditions and specifications contained in the solicitation. Responses do not become contracts unless and until they are accepted through an authorized TxDMV designee by issuance of a purchase order. In determining the best value for the state, the purchase price and whether the goods or services meet specifications are the most important considerations, unless otherwise stated in the solicitation.

- (a) **BEST VALUE CRITERIA FOR PURCHASE OF GOODS OR SERVICES:** When specified in the solicitation, the factors listed in Government Code, Section 2155.074 will be considered in making a best value award. This section allows TxDMV to apply best value criteria in order to obtain goods and services that provide the best value for TxDMV. Under these guidelines, a respondent is not automatically awarded a purchase order if they submit the lowest bid response. TxDMV will be the sole judge as to which response is the most advantageous and in the best interest of TxDMV.

In determining best value, factors other than price may be considered in making an award. Those factors are:

- (1) life cycle costs;
  - (2) the quality and reliability of goods and services;
  - (3) the delivery terms;
  - (4) indicators of probable vendor performance;
  - (5) cost of employee training associated with a purchase;
  - (6) the effect of a purchase on agency productivity; and
  - (7) other factors relevant to determining best value for the state in the context of a particular purchase.
- (b) **BEST VALUE CRITERIA FOR RFO PURCHASES:** Best value criteria will be used on all information technology equipment or service purchases. Those best value criteria include but are not limited to:
- (1) compatibility to facilitate exchange of existing data;

- (2) capacity for expansion and upgrading to more advanced levels of technology;
  - (3) quantitative reliability factors;
  - (4) level of training required to bring end-users to a stated level of proficiency;
  - (5) technical support requirements for maintenance of data across a network platform and management of the networks hardware and software;
  - (6) items, features, etc., which are in addition to requirements listed, as well as factors which, in TxDMV's opinion, add value to the product or service but are not specifically required within the solicitation.
- (c) **NEGOTIATIONS FOR RFO AND RFP PURCHASES:** TxDMV reserves the right to conduct formal negotiations with respondent(s) judged to have the best offer pertaining to price, goods, services and terms.
- (d) **VENDOR PERFORMANCE:** In compliance with the provisions of Government Code, Section 2155.074, Section 2155.075, Section 2156.007, Section 2157.003 and Section 2157.125, and 34 TAC §20.36, information obtained from the CPA's Vendor Performance Tracking System (<http://www2.cpa.state.tx.us/stpurch/ventoc.html>) may be used in evaluating responses to solicitations for goods and services to determine the best value for the state.

TxDMV reserves the right to reject a response from a respondent whose goods or services to TxDMV or other state agencies have been documented as unsatisfactory in providing the same goods or service.

- (e) **TIE RESPONSES:** In case of tie responses, one or more preferences described in Government Code, Chapter 2155 and 34 TAC §20.36 and §20.38 will be used to make an award. Tie responses which cannot be resolved by application of one or more preferences shall be made by drawing lots.

**2.08 PREFERENCES:** A respondent may claim a preference under 34 TAC §20.38. To claim a preference, a respondent shall identify the preference on the solicitation or on the Execution of Proposal. If the appropriate area on the solicitation is not marked, a preference will not be granted unless other documents included in the response show a right to the preference.

**2.09 DELIVERY:** No substitutions or cancellations will be permitted without written approval from TxDMV.

- (a) If delay is foreseen, vendor shall give written notice to TxDMV. TxDMV has the right to extend delivery or service date if reasons appear valid. Vendor shall keep TxDMV advised at all times of the status of the order. Default in promised delivery (without accepted reasons), service date or failure to meet specifications, authorizes TxDMV to purchase goods or services elsewhere and charge the full increase, if any, in cost and handling to defaulting vendor.
- (b) Delivery shall be made between 8 AM and 4 PM Monday through Friday except on regularly observed state or federal holidays, unless prior approval has been obtained from TxDMV or otherwise stated in the solicitation.
- (c) Receipt of goods or services does not constitute acceptance.
- (d) Goods and materials shall be properly packaged. Damaged goods and materials will not be accepted. If the damage is not readily apparent at the time of delivery, the goods shall be returned to the vendor at no cost to TxDMV. TxDMV reserves the right to inspect goods at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the goods at the time of delivery.

**2.10 INSPECTIONS AND TESTS:** Goods will be subject to inspection and test by TxDMV to the extent practicable at all times and places. Tests will be performed on samples taken from regular shipment. In the event samples tested fail to meet all conditions and requirements of the specification, the cost of the sample used and the cost of the testing shall be borne by the vendor. Goods which have been delivered and rejected in whole or in part may, at TxDMV's option, be returned to the vendor or held for disposition at vendor's risk and expense. Latent defects may result in revocation of acceptance. Acceptance of services shall be based on attainment of performance in accord with specifications and the purchase order.

### **PART 3. RESPONDENT AFFIRMATIONS**

**3.01 FALSE STATEMENTS:** Signing the solicitation with a false statement is a material breach of contract and shall void the submitted response or any resulting contracts, and may result in removal of the respondent from the Centralized Master Bidders List.

**3.02 CONFORMANCE:** The respondent warrants to TxDMV that all goods and services furnished shall conform in all respects to the terms of this purchase order, including any drawings, specifications or standards incorporated herein, and any defects in materials, workmanship, and free from such defects in design. In addition, respondent warrants that goods and services are suitable for and will perform in accordance with the purposes for which they are intended.

**3.03 GRATUITIES:** The respondent has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

**3.04 CERTAIN BIDS AND CONTRACTS PROHIBITED:** Under Government Code, Section 2155.004, the respondent certifies that the individual or business entity named in this bid or contract is eligible to receive the specified contract and acknowledges that this contract may be terminated or payment withheld if this certification is inaccurate.

**3.05 ANTITRUST LAWS:** Neither the respondent nor the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation or institution has violated the antitrust laws of this state, or the Federal Antitrust Laws, nor communicated directly or indirectly the solicitation made to any competitor or any other person engaged in such line of business.

**3.06 DECEPTIVE TRADE PRACTICES; UNFAIR BUSINESS PRACTICES:** The respondent represents and warrants that it has not been the subject of allegations of deceptive trade practices violations under Business & Commerce Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit and that respondent has not been found to be liable for such practices in such proceedings. Respondent certifies that it has no officers who have served as officers of other entities who have been the subject of allegations of deceptive trade practices violations or allegations of any unfair business practices in an administrative hearing or court suit and such officers have not been found to be liable for such practices in such proceedings.

**3.07 COLLUSION:** The respondent has not colluded with, nor received any assistance from, any person who was paid by TxDMV to prepare specifications or a solicitation on which a respondent's bid is based and will not allow any person who prepared the respective specifications or solicitation to participate financially in any contract awarded.

**3.08 INELIGIBILITY UNDER FAMILY CODE:** Under Family Code, Section 231.006, the vendor certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. Any respondent subject to Section 231.006 must include names and Social Security numbers of each person with at least 25% of ownership of the business entity submitting the response. This information must be provided prior to award.

**NOTE:** Pursuant to Government Code, Section 403.055 and Family Code, Section 231.006, a contract will not be issued to a respondent and warrants will be held by CPA if the vendor owes delinquent child support payment(s), a delinquent state tax, or other tax collected by the CPA.

**3.09 CONTRACTING WITH EXTDMV EXECUTIVE DIRECTOR:** Under Government Code, Section 669.003, TxDMV may not enter into a contract with an individual who was the executive director of TxDMV during the four years before the date of the contract, or with anyone who employs a current or former TxDMV executive director, unless the Motor Vehicle Board approves the contract in an open meeting.

**NOTE:** If Section 669.003 applies, respondent must provide the following information as an attachment to this solicitation response: Name of former TxDMV executive director, date of separation from TxDMV, position with respondent, and date of employment with respondent. This information is subject to public disclosure under Section 660.004.

**3.10 DEBT TO THE STATE:** Respondent agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the State of Texas.

**3.11 RESPONDENT ELIGIBILITY**

- (a) Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subject to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity, and that respondent is in compliance with the State of Texas statutes and rules relating to procurement, and that respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at: <http://www.epls.gov>.
- (b) Respondent has not been convicted of a felony in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, Katrina or subsequent disasters.
- (c) Respondent certifies that it is not:
  - (1) A person required to register as a lobbyist under Government Code, Chapter 305.
  - (2) A public relations firm.
  - (3) A government consultant.

**3.12 NEPOTISM DISCLOSURE**

- (a) This section requires the vendor to notify TxDMV of any TxDMV employee who is a relative of the vendor or any vendor subcontractor, and who is expected to work under this purchase order. In this section, the term "relative" means:
  - (1) a person's great grandparent, grandparent, parent, aunt or uncle, sibling, niece or nephew, spouse, child, grandchild, or great grandchild, or
  - (2) the grandparent, parent, sibling, child, or grandchild of the persons spouse.
- (b) A notification required by this section shall be submitted in writing to the person designated to receive official notices under this purchase order and by first-class mail addressed to Purchasing and Contracts Section, Texas Department of Motor Vehicles, 4000 Jackson Avenue, Bldg 1, Austin Texas 78731. The notice shall specify the vendor's firm name, the name of the person who submitted the notification, the purchase order number, the district, division, or office of TxDMV that is principally responsible for the purchase order, the name of the relevant vendor employee, the expected role of the vendor employee on the project, the name of the TxDMV employee who is a relative of the vendor employee, the title of the TxDMV employee, and the work location of the TxDMV employee.
- (c) By signing the solicitation the respondent is certifying that the respondent does not have any knowledge that any of its employees or of any employees of a subcontractor who are expected to work under this purchase order have a relative that is employed by TxDMV unless the respondent has notified TxDMV of each instance as required by subsection (b).

- (d) If the vendor learns at any time that any of its employees or that any of the employees of a subcontractor who are performing work under this purchase order have a relative who is employed by TxDMV, the vendor shall notify TxDMV under subsection (b) of each instance within thirty days of obtaining that knowledge.
- (e) If the vendor violates this section, TxDMV may terminate the purchase order immediately for cause, may impose any sanction permitted by law, and may pursue any other remedy permitted by law.

#### **PART 4. GENERAL TERMS AND CONDITIONS**

##### **4.01 ORDERS**

- (a) Only authorized TxDMV purchasers have the authority to place orders for goods and services. Purchase orders must be issued by a TxDMV purchaser prior to a vendor providing the goods or service. The only exceptions are payment card orders and bona fide emergencies. In the case of an emergency, the Purchasing Section will confirm such orders with a signed purchase order.
- (b) Vendor acceptance of a purchase order and delivery of goods or services without an approved purchase order number or release number issued by TxDMV may result in the rejection of delivery, return of goods at the vendor's cost and also result in non-payment.

**4.02 FUNDING:** Any purchase order resulting from this solicitation is subject to cancellation without penalty, either in whole or in part, if funds are not appropriated by the Texas Legislature. The purchase order for this procurement shall be governed, construed and interpreted under the laws of the State of Texas.

##### **4.03 INVOICING**

- (a) Invoices shall be sent electronically to: [DMV\\_FIN-INVOICES@txdmv.gov](mailto:DMV_FIN-INVOICES@txdmv.gov) or to the address shown on the purchase order. The vendor may receive more detailed instructions on invoicing after award.
- (b) The invoice must at a minimum show the following:
  - (1) Vendor name as it appears on the purchase order.
  - (2) Remit to address.
  - (3) Employer identification number (EIN) Federal Tax I.D.
  - (4) The complete 16-digit PO number – MANDATORY.
  - (5) Telephone number.
  - (6) Description of item or services as it appears on the PO in the same order as listed on purchase order. Item numbers must correspond with the item numbers on the PO.
  - (7) Unit, unit price and extended price of each line item.
  - (8) Grand total.
  - (9) Shipment date of merchandise or date of service.
  - (10) Any additional requirements as stated in the solicitation or specification.



**4.04 PAYMENT:** Payment for goods or services purchased with State-appropriated funds is made by warrants or by Direct Deposit from the State Treasury. Direct Deposit is the preferred method of payment. No penalty for late payment will be incurred by TxDMV if payment is made in thirty (30) days or less from receipt of goods or a correct invoice, whichever is later.

Additional information and a Direct Deposit Authorization application may be found at:  
<https://fm.xcpa.state.tx.us/fm/payment/index.php>.

Payment will be made in accordance with Government Code, Chapter 2251:

- (a) On a monthly basis and within thirty (30) days from receipt of a correct invoice for TxDMV accepted goods or services.

**OR**

- (b) As otherwise stated in the solicitation document.

**OR**

- (c) The service was completed to the satisfaction of TxDMV, and within thirty (30) days from receipt of a correct invoice or billing statement.

**4.05 INTELLECTUAL PROPERTY**

- (a) All intellectual property developed hereunder are works for hire and all intellectual property rights, including but not limited to publication rights, copyrights, marks, patents and trade secrets to all products and materials shall be owned by TxDMV.
- (b) Vendor shall ensure that TxDMVs intellectual property rights are secured from all suppliers, contractors and subcontractors.
- (c) The vendor shall not assert rights at common law or in equity or establish any claim to TxDMVs intellectual property, including, but not limited to, licenses, claiming common law ownership of intellectual property, obtaining registrations for copyrights, marks, trade secrets or patents for any intellectual property developed in performance of the services authorized.
- (d) When applicable, each vendor shall obtain necessary copyrights, marks or patents licenses for TxDMVs use.
- (e) THE VENDOR AGREES TO INDEMNIFY, HOLD HARMLESS AND DEFEND TXDMV AND THE STATE FROM CLAIMS INVOLVING INFRINGEMENT OF THIRD PARTIES LICENSES, TRADEMARKS, COPYRIGHTS OR PATENTS AT THE VENDORS EXPENSE.

**4.06 ELECTRONIC AND INFORMATION RESOURCES ACCESSIBILITY STANDARDS:** As Required by 1 TAC Chapter 213:

- (a) Effective September 1, 2006 state agencies and institutions of higher education shall procure products which comply with the State of Texas Accessibility requirements for Electronic and Information Resources specified in 1 TAC Chapter 213 when such products are available in the commercial marketplace or when such products are developed in response to a procurement solicitation. Vendor represents and warrants that technology to be provided to TxDMV and for TxDMV is in compliance with these requirements.
- (b) Vendor shall provide TxDMV with the URL to its Voluntary Product Accessibility Template (VPAT) for reviewing compliance with the State of Texas Accessibility requirements (based on the federal standards established under Section 508 of the Rehabilitation Act), or indicate that the product or service accessibility information is available from the General Services Administration "Buy Accessible Wizard" (<http://www.buyaccessible.gov>). Vendors not listed with the "Buy Accessible Wizard" or supplying a URL to their VPAT must provide the Texas Department of Information Resources with a report that addresses the same accessibility criteria in substantively the same format. Additional information regarding the "Buy Accessible Wizard" or obtaining a copy of the VPAT is located at: <http://www.section508.gov/>.

**4.07 SITE VISITS:** Prior to and after award of the purchase order, designated TxDMV representatives may conduct unannounced visits to inspect the vendor's and its subcontractor's facilities during normal business hours to monitor compliance in accordance with TxDMV specifications or carry out performance audits of the service.

**4.08 NON-WAIVER OF RIGHTS:** Nothing in this contract shall be construed as a waiver of the state's sovereign immunity. This contract shall not constitute or be construed as a waiver of any of the privileges, rights, defenses, remedies, or immunities available to the State of Texas. The failure to enforce, or any delay in the enforcement, of any privileges, rights, defenses, remedies, or immunities available to the State of Texas under this contract or under applicable law shall not constitute a waiver of such privileges, rights, defenses, remedies, or immunities. TXDMV does not waive any privileges, rights, defenses, or immunities available to TXDMV by entering into this contract or by its conduct prior to or subsequent to entering into this contract.

**4.09 LIMITATION ON AUTHORITY; NO OTHER OBLIGATIONS:** Vendor shall have no authority to act for or on behalf of TXDMV or the State of Texas except as expressly provided for in this purchase order. Vendor may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of the State of Texas or TXDMV.

**4.10 VENUE AND JURISDICTION:** Venue for any suit concerning this solicitation and any resulting purchase order shall be in a court of competent jurisdiction in Travis County, Texas.

**4.11 VENDOR ASSIGNMENTS:** Vendor hereby assigns TxDMV any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States (15 U.S.C. Chapter 1), and which arise under the antitrust laws of the State of Texas (Business & Commerce Code, Title 2, Chapter 15).

**4.12 FORCE MAJEURE:** TxDMV may grant relief for time only from performance of the purchase order if the vendor is prevented from performance by an act of war, order of legal authority, act of God, or other unavoidable cause not attributable to the fault or negligence of the vendor. The burden of proof for the need of such relief shall rest upon the vendor. To obtain relief based on force majeure, the vendor shall file a written request with TxDMV describing the events, dates and effect of the events on vendor's ability to perform according to the purchase order.

**4.13 RIGHT TO AUDIT**

- (a) The State Auditor's Office and TxDMV's internal auditors (individually or collectively "state auditor") may conduct an audit or investigation (Government Code, Section 2262.003) of any entity receiving funds from the state directly under this purchase order or indirectly through a subcontract under this purchase order. Acceptance of funds directly under this purchase order or indirectly through a subcontract under this purchase order acts as acceptance of the authority of the state auditor to conduct an audit or investigation in connection with those funds. Any entity subject to an audit or investigation by the state agrees to provide access to any information the state auditor considers relevant to the investigation or audit.
- (b) TxDMV has the right to audit the vendor's books and records pertaining to the service during normal work hours.

**4.14 INDEMNITY: THE VENDOR SHALL DEFEND, INDEMNIFY, AND HOLD HARMLESS THE STATE OF TEXAS, ALL OF ITS OFFICERS, AGENTS AND EMPLOYEES FROM AND AGAINST ALL CLAIMS, ACTIONS, SUITS, DEMANDS, PROCEEDINGS COSTS, DAMAGES, AND LIABILITIES, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY ACTS OR OMISSIONS OF CONTRACTOR OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF THESE ENTITIES IN THE EXECUTION OR PERFORMANCE OF THIS CONTRACT.**

**4.15 DAMAGE TO TXDMV PROPERTY:** The vendor shall be liable for damage to TxDMV's equipment, workplace and its contents resulting from the vendor's or the vendor's subcontractors work or negligence in performance of the work by the vendor's or subcontractor's personnel or equipment.

**4.16 CONFIDENTIALITY CLAUSE:** TxDMV is governed by laws and regulations that make certain information confidential as well as specifying how public information is released (see Government Code, Chapter 552). The vendor, its employees or subcontractors shall not divulge any information relative to TxDMV business at any time to a third party without the prior written approval of TxDMV. All information created by or accessible to a vendor while providing a good or service for TxDMV is confidential. If applicable to a service, upon award of a purchase order, the vendor may be required to complete and sign TxDMV Form 1828b, Information Resource Security Compliance and Confidentiality Agreement.

**4.17 BUY TEXAS:** Except for federally funded contracts, Section 2155.4441 of the Government Code, requires the vendor to buy Texas products and materials for use in providing services authorized in this contract when such products and materials are available at a comparable price and in a comparable period of time when compared to non-Texas products and materials.

**4.18 COMPETENCE OF VENDOR:** To be entitled to consideration, the vendor shall have available, the necessary organization and facilities to fulfill all the requirements under the purchase order. Only personnel trained to perform the solicited services or, if applicable, licensed to perform such services shall be employed under and for the purchase order. Vendor shall obtain any other licenses or permits or both as required for the performance of the service.

**4.19 CHANGES IN WORK:** If TxDMV determines it necessary to require corrections to completed work due to errors made by the vendor, the vendor shall correct the work at no additional cost to TxDMV. For negotiated contracts, if TxDMV requires changes in previously approved and completed work, the vendor shall make such changes as directed by TxDMV and will be compensated for such at the same rates established by each vendor's hourly rates. Any changes must be approved in advance in writing through a purchase order change notice.

**4.20 IT SERVICE CONTRACTS SECURITY:** The vendor will implement appropriate administrative, physical and technical safeguards which reasonably and appropriately protect the confidentiality, integrity, and availability of services provided to TxDMV. The vendor will immediately report to TxDMV any security incident which it becomes aware. The vendor will submit for approval by TxDMV and conform its policies and procedures relating to the implementation of security safeguards to comply with TxDMV's information resources security program pursuant to Title 1, Texas Administrative Code, Chapter 202.

## **PART 5. INSURANCE**

**5.01 PRIOR TO BEGINNING WORK:** The vendor shall provide TxDMV with a completed TxDMV Form 1560 (only TxDMV forms are acceptable) providing the coverage specified in the solicitation. TxDMV shall be included as an Additional Insured by Endorsement to policies issued for coverages listed in Sections 5.04 and 5.05 below.

**5.02 DURING TERM OF PURCHASE ORDER:** The vendor shall maintain all required insurance coverage throughout the term of the purchase order. The vendor shall provide a correct TxDMV insurance form each time its insurance is renewed or updated. Failure to provide this form promptly may be cause for discontinuance of the work and cancellation of the purchase order.

**5.03 WAIVER OF SUBROGATION ENDORSEMENT:** The vendor's insurance policy shall have a waiver of subrogation endorsement in favor of TxDMV. TxDMV will allow deductible policies. The vendor shall pay the deductible amount.

**5.04 WORKERS' COMPENSATION INSURANCE:** Amounts of coverage are minimums and notice provisions are statutory (Texas Labor Code, Chapter 406 and Title 28, Texas Administrative Code, Chapter 110). The vendor is responsible for both Federal and State Unemployment Insurance coverage and Standard Workers' Compensation Insurance coverage.

**OR**

**5.05 ACCIDENT INSURANCE:** Accident insurance is acceptable, in lieu of Workers' Compensation Insurance, if stated on the solicitation document for services. The successful respondent shall notify the purchaser responsible for the solicitation for permission to use this type of insurance in lieu of Workers'

Compensation Insurance and to request the TxDMV Accident Insurance Form 1560. Required coverage shall be at least the minimum required by Texas law.

**5.06 COMMERCIAL GENERAL LIABILITY INSURANCE:** Bodily Injury/Property Damage:

- a) Not less than \$300,000 each occurrence with \$600,000 aggregate,

**OR**

- b) OPTIONS AVAILABLE: \$1,000,000 per occurrence with \$2,000,000 aggregate;  
or \$1,000,000 per occurrence with \$3,000,000 aggregate.

**5.07 TEXAS BUSINESS AUTOMOBILE POLICY:** Not less than:

- BODILY INJURY: \$250,000 each person  
\$500,000 each occurrence
- PROPERTY DAMAGE: \$100,000 each occurrence

**PART 6. VENDOR PERSONNEL MANAGEMENT**

**6.01 INDEPENDENT CONTRACTOR:** It is expressly understood and agreed to by both parties that TxDMV is contracting with the vendor as an independent contractor. As such, vendor understands and agrees that individuals performing services are not state employees, and that the vendor shall be responsible and liable for the safety, injury, and health of its and its subcontractor's working personnel while its employees or subcontractor's employees are performing work for TxDMV.

**6.02 WORK HOURS:** All work by the vendor shall be performed between the hours of 8:00 AM and 5:00 PM, Monday through Friday except on regularly observed state or federal holidays unless otherwise specified in the solicitation.

**6.03 ALCOHOL, DRUG, AND FIREARM FREE WORKPLACE:** TxDMV is committed to maintaining an alcohol, drug, and firearm free workplace. Possession or use of firearms, or possession, use of or being under the influence of alcohol or controlled substances by vendor's employees while in the performance of any service is prohibited. Violation of this requirement shall constitute grounds for cancellation of the purchase order. Vendor's employees shall comply with TxDMV's policy prohibiting smoking in TxDMV buildings.

**6.04 REPLACEMENT OF PERSONNEL:** If TxDMV determines a vendor's employee or vendor subcontractor performing under this purchase order is unable to perform in accordance with the service requirements or to communicate effectively, or is in the opinion of TxDMV, otherwise objectionable, the vendor shall immediately remove that employee or subcontractor.

**6.05 LABOR/MATERIAL/EQUIPMENT:** The vendor shall provide all labor, material, and equipment necessary to furnish the goods or perform the service(s) throughout the term of the purchase order. All employees of the vendor shall be a minimum of seventeen (17) years of age and experienced in the type of work to be performed. No visitors, wives, husbands, children or other relatives of the vendor's employees will be allowed on state property during working hours, unless they are bona fide employees of the vendor.

**6.06 ENGLISH SPEAKING STAFF:** The vendor shall at all times have a minimum of one English speaking employee on the job. All employees shall be well-groomed and appropriately dressed when on TxDMV property.

**6.07 FELONY CRIMINAL CONVICTIONS:** Vendor represents and warrants that vendor or vendor's employees have not been convicted of a felony criminal offense, or that, if such a conviction has occurred, vendor has fully advised TXDMV as to the facts and circumstances surrounding the conviction and vendor agrees to defense, hold harmless, indemnify TxDMV from any loss or claim due to any such employees.

**6.08 SUBCONTRACTING REQUIREMENTS:** In accordance with Government Code, Section 2161.181 and 34 TAC §20.11 and pursuant to the CPA Historically Underutilized Business (HUB) Rules, 34 TAC,

§20.14, and DBE/HUB/SBE rules promulgated by the department, 43 TAC Chapter 210, Subchapters C and D (relating to the Historically Underutilized Business Program and the Disadvantaged Business Enterprise Program) all state agencies entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine if it is probable for subcontracting opportunities under the contract. If subcontracting opportunities are probable the state agency will state such probability in its bids, proposals, offers, or other applicable expression of interest and require the submission of a HUB Subcontracting Plan (HSP). The HSP, if acceptable to the agency, will be a provision of the contract. The HSP, if required, may be found at: <http://www.dot.state.tx.us/gsd/purchasing/purchasing.htm>.

**6.09 PAYMENT OF SUBCONTRACTORS:** As provided by Government Code, Section 2251.022 Time for Payment by Vendor:

- (a) A vendor who receives a payment from a governmental entity shall pay a subcontractor the appropriate share of the payment not later than the 10th day after the date the vendor receives the payment.
- (b) The appropriate share is overdue on the 11th day after the date the vendor receives the payment.

**6.10 VENDOR TITLE VI AFFIRMATIONS:** The vendor affirms the following, with regard to the work performed by it under the purchase order:

- (a) Vendor and its subcontractors shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The vendor shall not participate either directly or indirectly in any discriminatory employment practices. Failure by the vendor to carry out these requirements is a material breach of any contract awarded and may result in the termination of the contract or such other remedy as TxDMV deems appropriate.
- (b) In any solicitations for subcontractors, including procurements of materials or leases of equipment and in all solicitations either by competitive bidding or negotiation made by the vendor for work to be performed under a subcontract, each potential subcontractor or supplier shall be notified by the vendor of the vendor's and subcontractor's obligations under its purchase order relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or disability.
- (c) During the performance of this purchase order, the vendor, for itself, its assignees and successors in interest (hereinafter referred to as the "vendor") agrees as follows:
  - (1) Compliance with Regulations: The vendor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Motor Vehicles (hereinafter, "DOT") Title 49, Code of Federal Regulations (CFR), Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this purchase order.
  - (2) Nondiscrimination: The vendor, with regard to the work performed by it during the purchase order, shall not discriminate on the grounds of race, color, national origin, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The vendor shall not participate either directly or indirectly on the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the purchase order covers a program set forth in Appendix B of the Regulations.
  - (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the vendor's obligations under this purchase order and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, sex, age, or disability. The assurances in (2) above must appear in all subcontracts.
  - (4) Information and Reports: The vendor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books,

records, accounts, other sources of information, and its facilities as may be determined by the TxDMV or the Federal Motor Carrier Safety Administration (FMCSA) to be pertinent and to ascertain compliance with such Regulations, orders and instructions. Where any information required of a vendor is in the exclusive possession of another who fails or refuses to furnish this information the vendor shall certify to the TxDMV or the FMCSA as appropriate, and shall set forth what efforts it has made to obtain the information.

- (5) Sanctions for Noncompliance: In the event of the vendor's noncompliance with the nondiscrimination provisions of this purchase order, TxDMV shall impose such sanctions as it or the FMCSA may determine to be appropriate, including, but not limited to:
  - a) withholding of payments to the vendor under the purchase order until the vendor complies; or
  - b) cancellation, termination, or suspension of the purchase order, in whole or in part.
- (6) Incorporation of Provisions: The vendor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.
- (d) The vendor shall take such action with respect to any subcontract or procurement as TxDMV or the FMCSA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided however, that, in the event a vendor becomes involved in, or is threatened with, litigations with a subcontractor or supplier as a result of such direction, the vendor may request TxDMV enter into such litigation to protect the interests of TxDMV, and, in addition, the vendor may request the United States to enter into such litigation to protect the interests of the United States.

## **PART 7. DISPUTE RESOLUTION**

**7.01 DISPUTE RESOLUTION**: TxDMV has established a dispute resolution process under 43 TAC §210.1 and §210.2 to resolve disputes that may arise between TxDMV and the vendor under any purchase order resulting from this solicitation. The dispute resolution process provided for in Government Code, Chapter 2260 must be used by TxDMV and the vendor to resolve disputes.

## **PART 8. CONTRACT TERMS**

**8.01 TERM OF CONTRACT**: The term of the contract shall be as stated on the purchase order.

**8.02 ORDER OF PRECEDENCE**: In the event of conflicts or inconsistencies between this contract and its exhibits or attachments, such conflicts or inconsistencies shall be resolved by reference to the documents in the order specified on the purchase order.

### **8.03 CANCELLATION OF A PURCHASE ORDER**

- (a) TxDMV reserves the right to cancel the purchase order without notice and either re-solicit or award the purchase order to the next lowest responsive and responsible respondent. The defaulting vendor will not be considered in the re-solicitation and may not be considered in future solicitations for the same type of work unless the specification or scope of work is significantly changed. If vendor defaults on the purchase order, TxDMV may purchase the goods or service elsewhere and charge any increase in cost to the defaulting vendor. TxDMV may impose sanctions, debar or suspend the vendor for abandonment or default(s) on the purchase order. This provision does not limit any other remedies TxDMV may have at law.
- (b) **FOR CONVENIENCE**: The purchase order may be cancelled in whole or in part, without penalty, by either party by providing thirty (30) days written notice to the other party. TxDMV will pay the vendor the purchase order price prorated for acceptable service performed up to the date specified in the notice of cancellation. Termination under this paragraph shall not relieve the vendor of any obligation or liability that has occurred prior to cancellation. The vendor shall refund any balance of unused prepaid funds.

**8.04 SALE OR ASSIGNMENT:** The purchase order is void if sold or assigned to another company without written approval from TxDMV. Written notification of changes to company name, address, telephone number, etc. shall be provided to TxDMV as soon as possible but not later than thirty (30) days from the date of change.

**8.05 RENEWAL OF BLANKET PURCHASE ORDER FOR GOODS:** A blanket purchase order for goods may be renewed for up to two additional like periods of time at the original price, terms and conditions, and any approved changes. Any changes will be clearly detailed in the amended purchase order.

**8.06 RENEWAL OF PURCHASE ORDER FOR SERVICES**

- (a) The purchase order may be renewed for up to two additional like periods of time at the same terms and conditions, or as otherwise stated in the solicitation, provided both parties agree in writing to do so prior to the expiration of the purchase order.

**8.07 RENEWAL OF PURCHASE ORDER FOR NEGOTIATED GOODS OR SERVICES**

- (a) The purchase order may be renewed for up to two additional like periods of time at the same terms and conditions, or as otherwise stated in the solicitation, provided both parties agree in writing to do so prior to the expiration of the purchase order.

**8.08 EXTENSION OF PURCHASE ORDERS**

- (a) TxDMV reserves the right to extend a purchase order for time only past the stated term to allow the vendor to complete the requirements or to accommodate unanticipated events or requirements prior to the expiration of the purchase order.
- (b) A purchase order in its final renewal period may be further extended for time and money for a period up to ninety (90) days at the option of TxDMV.
- (c) The vendor may request a time only extension of a purchase order by submitting written justification to TxDMV. TxDMV will approve or decline the request for extension in writing.

**8.09 SEVERABILITY CLAUSE:** In the event that any provision(s) of this purchase order may later be determined to be invalid, void, or unenforceable, then the remaining provisions of this purchase order shall remain in full force and effect.

**8.10 BINDING EFFECT AND SURVIVAL OF OBLIGATIONS**

- (a) By executing this purchase order, the vendor binds itself, its respective successors and assignees, to the faithful performance of the terms and conditions and provisions of the purchase order.
- (b) Expiration or termination of this purchase order for any reason shall not release vendor from any liabilities or obligations set forth in the terms and conditions and purchase order or any work order which by their nature are intended to operate following contract expiration or termination.
- (c) The term of service stated on the purchase order is binding on the vendor regardless of the term on the originating agency contract or its purchase order.